

CITY OF NEWTON, MASSACHUSETTS
PURCHASING DEPARTMENT
purchasing@newtonma.gov
Fax (617) 796-1227

March 3, 2009

ADDENDUM #1
REQUEST FOR PROPOSAL #09-64

ACCOUNT RECONCILIATION SERVICES

THIS ADDENDUM IS TO: **Answer the following Questions:**

Under the Scope of Work section of the RFP it is asked that the firm assist the Treasurer in monthly reconciling cash, major receivables and Mass Teachers Retirement report.

For project planning purposes, it would be very helpful if the City would clarify the scope of the reconciliation work as listed in the various questions below:

Q1. In regards to cash, does the City require that the firm be solely responsible for reconciling cash to the bank statements, and the ledger, for a given number of months prior to transitioning the work to the appropriate City employee? If so, for what months is it expected that the firm will cover these reconciliation tasks before they are transitioned to the appropriate staff within the Treasurer's office?

A1. No. The firm is expected to assist Treasury personnel with the input and reconciliation of daily cash receipts, and with the reconciliation of bank accounts until made current. Presently, this would include periods of approximately one month for receipts and two to three months for bank statements. No transitioning will be required; however, it would be expected that the firm would monitor the overall process and recommend improvements or changes it deems applicable.

Q2. In regards to receivable reconciliations, is it the expectation of the City that the firm will be solely responsible for the reconciliation of all types of receivables, e.g. real estate, personal property, excise tax, utility billing, tax title, tax deferral, etc. from the tax and UB modules to the general ledger for a given number of months before transitioning this work to the appropriate staff? If so, please confirm what receivables the City would like reconciled and for what months the reconciliations will be performed by the firm prior to a transition.

A2. The firm is expected to reconcile all types of receivables including real estate, personal property, excise tax, utility, and tax titles and deferrals through the third quarter of 2009. The firm is also expected to provide training and guidance to Treasury staff assigned to process these receivables on a go forward basis so that this reconciliation may be done monthly.

It is requested that Attachment A Price Proposal of the RFP be used as the form to quote a price on the requested services. On this form an estimated number of 400 hours is already entered here. For both planning and pricing purposes please clarify the following questions:

Q3. Although it is indicated the 400 hours is the number of hours to be utilized for price comparison only, is 400 hours currently the City's best estimate of the number of hours for which an initial contract will be requested?

A3. Yes.

Q4. Are funds currently, or expected to be appropriated, for 400 hours? If not, when would appropriation of funds be expected to be completed?

A4. Yes.

All other terms and conditions of this bid remain unchanged

PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM

Thank you.
Re Cappoli
Chief Procurement Officer